

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

November 22, 2019

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Greenwood County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, December 20, 2019**

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Gary M. Anderson via e-mail at Gary.Anderson@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Regulations §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at:

https://admin.sc.gov/real_property/forms

Sincerely,
Gary M. Anderson
Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
THE DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE SPACE IN GREENWOOD COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services.

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

**LEASE CRITERIA – Department of Health and Human Services
EXAMPLES OF CRITERIA**

- Location: Greenwood County
- Expected occupancy date: February 1, 2020
- Total space needed is approximately 6,515 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - Nineteen (19) private offices for professional staff of approximately 120 square feet each
 - Open floor area to accommodate fourteen (14) cubicles of approximately 48 square feet each (Cubicles to be provided by Landlord)
 - One (1) medium-sized reception area, to accommodate up to 6 people at a time of approximately 100 square feet
 - One (1) beverage alcove with 6 linear feet of cabinet with U.C. refrigerator, sink, and microwave, of approximately 24 square feet
 - One (1) large break room of approximately 200 square feet to accommodate up to 10 people at a time
 - One (1) copy/print/supply room for dedicated floor mounted printer and storage of approximately 120 square feet
 - Two (2) copy/print/mail/supply room for dedicated floor mounted printer, storage, and mail slots of approximately 200 square feet each
 - One (1) LAN room with floor mounted racks of approximately 100 square feet
 - Two (2) storage closets of approximately 50 square feet each
 - Two (2) small storage rooms of approximately 120 square feet each
 - One (1) large-sized conference room of approximately 350 square feet to accommodate up to 12 people at a time
 - One (1) medium-sized conference room of approximately 250 square feet to accommodate up to 8 people at a time



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- An open area for file cabinets of approximately 90 square feet to accommodate 10 file cabinets of 9 square feet each
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 36 parking spaces are required. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Term: Please provide proposed rates for 5, 7 or 10 year term.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, December 20, 2019**
- All proposals must be in writing and may be submitted by mail or e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to the following person – no direct contact can be made with Department of Health and Human Services. Direct contact can be cause for automatic disqualification.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

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RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

GARY M. ANDERSON
DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 SENATE STREET, 6th Floor
COLUMBIA, SC 29201
PHONE: 803-737-0644 FAX: 803-737-0592
EMAIL: Gary.Anderson@admin.sc.gov

